Virtual Validation process

**4 weeks** before event date – papers sent to ALL panel members – allowing **one week to submit comments**

**1 week** before event date – Programme team responds (to Servicing Officer) with thorough and detailed answers (Servicing Officer to share with panel)

During the week the validation is due, or the time it was planned (Chair to decide), the Chair and DAQ rep to have a phone discussion to determine the outcomes (can include external if able to/needed).  Either Chair or DAQ rep to send the Outcome report to Servicing Officer.

The full report will still be required, and the information can be gathered from the various email communication points/phone calls and if necessary, referencing the initial documentation.

Servicing Officer to send Outcome Report to full panel, Rebecca Thirlby and Programme Team.

If panel members/programme team have access, there is the possible option of convening the meeting via Skype Business, but faculties need to ensure this is technically accessible and accessible to the individual, e.g. if members have any hearing difficulties, they may not find it convenient to work this way.

**During the last week** – The Chair, DAQ rep and Servicing Officer to review the Programme team responses and determine what is outstanding.  Any **outstanding items are returned to the Programme team** with a last opportunity to respond to outstanding items.  They have **one week to respond**

If all panel members have not be able to comment, the vital members are Chair, DAQ rep and External

**3 weeks** before event date – ALL panel members to submit comments and Servicing Officer to combine comments – allow **Programme Team two weeks to respond to comments**